

**ADOT-Aeronautics Division
Land Acquisition Grant Check List**

DATE

- _____ 1) Executed Grant
- _____ 2) Grant Amendemnt(s)
- _____ 3) FAA documents (FSL only)
- _____ 4) Copy of RFQ/RFP for Consultant/Appraiser
- _____ 5) RFQ/RFP approval by AERO
- _____ 6) ADOT approved appraisers list
- _____ 9) Proposed Consultant/Apprasier Contract/Authorization of Services
- _____ 10) Approval of Consultant Apprasier Contract/Authorization of Services by AERO
- _____ 11) Executed Consultant Apprasier Contract/Authorization of Services
- _____ 12) Proposed Scope of Work
- _____ 13) Approval of Scope of Work (SOW) by AERO
- _____ 14) Copy of Final Scope of Work
- _____ 15) Copy of Notice To Proceed (NTP) to consultant/Apprasier
- _____ 16) Progress Reports
- _____ 17) Copy of Appraisal
- _____ 18) Copy of Appraisal sent to ADOT Right of Way
- _____ 19) ADOT Right of Way Review and Concurrence
- _____ 20) AERO Approved Funding on Appraisal Letter
- _____ 21) Sponsor's Board Approval to Purchase Land
- _____ 22) Legal Description/Parcel Number
- _____ 23) Plat Map
- _____ 24) Purchase Agreement/Contract
- _____ 25) Title/Deed
- _____ 26) Map of Airport showing Land
- _____ 27) Other legal documents
- _____ 28) Updated ALP – Exhibit "A"
- _____ 29) Sponsor Close Out Letter